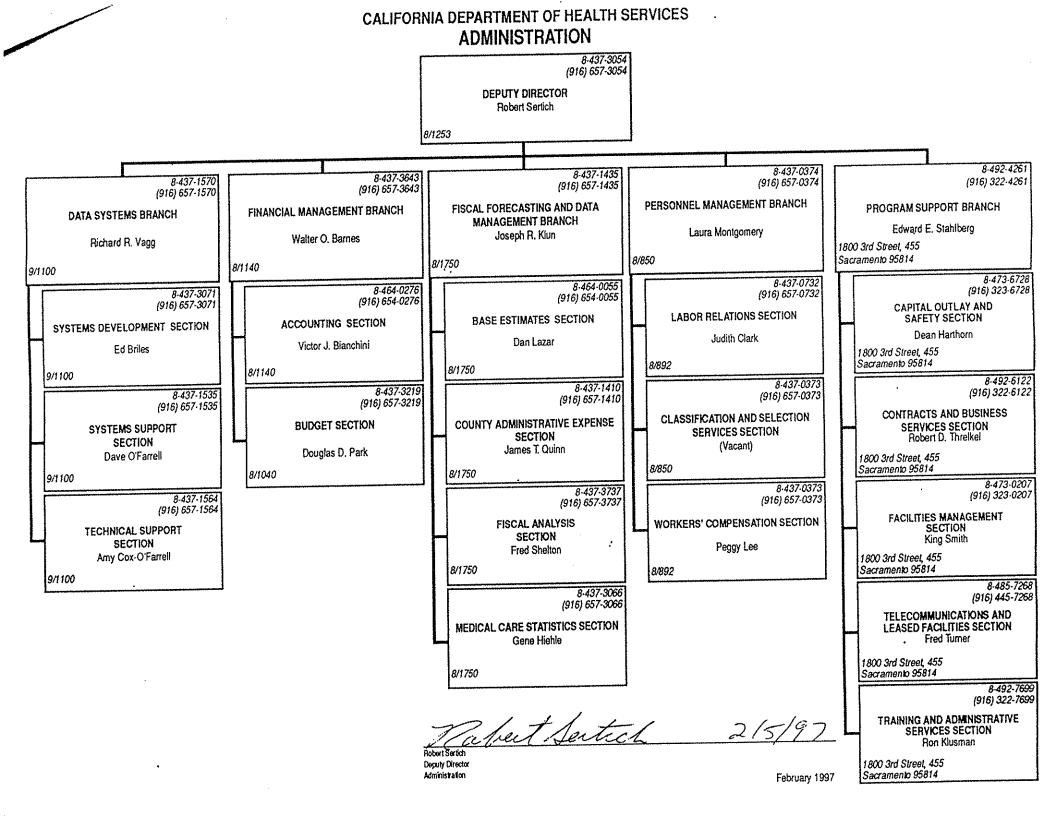
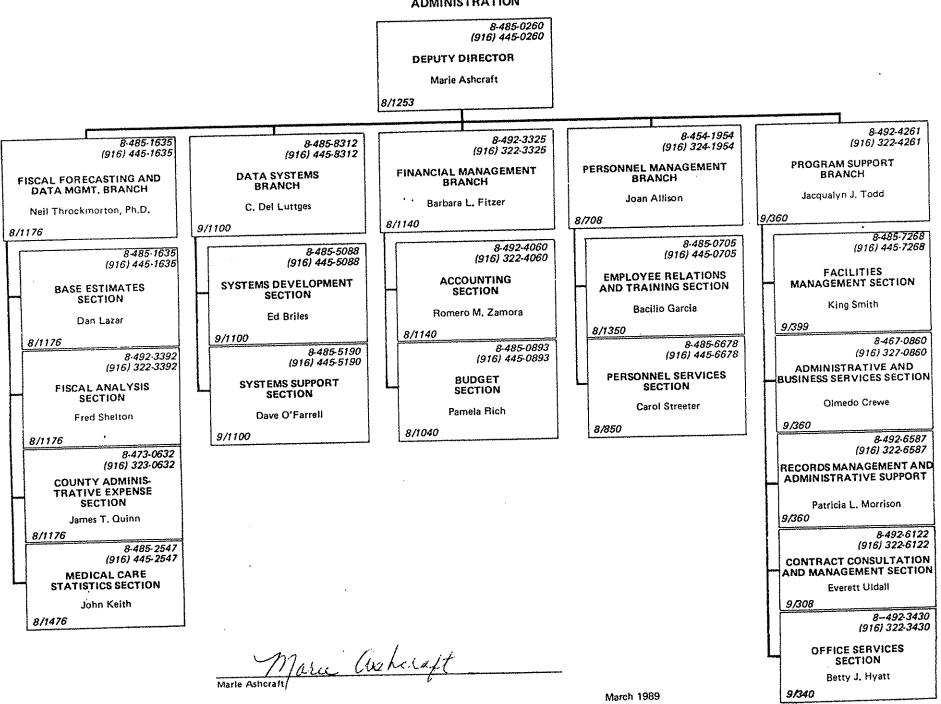
# STATE OF CALIFORNIA RECORDS RETENTION SCHEDULE APPROVAL REQUEST STD. 72 (REV. 7-92) PMC



111/22 002					6
TD 72 (REV. 7-92) FMC		(1) DEPARTMENT. BOARD OR COMMISSION Department of Health ?	) DEPARTMENT.BOARD OR COMMISSION Department of Health Services		
		DIVISION, BUREAU OR OTHER UNIT Administration-Facilities	cilities	Management Section GS	S No. 85458
Submit three copies with three c Records Retention Schedule,	Submit three copies with three copies of the Records Retention Schedule, STD. 73.	ADDRESS 2151 Berkeley Way,	Way, Berkeley, CA	A 947:04	Andreas and the second
TO: DEPARTMENT OF GENERAL	MENT OF GENERAL SERVICES	CHECK THE APPROPRIATE BOX: (2) New schedule of re	cords	en scheduled. (Complete bo	xes 5 - 8.)
1500 5th Street, Room 116 Sacramento, CA 95814 (o	eet, Room 116 CA 95814 (or IMS C-39)	(3) X Revising a prev (A new approva	Revising a previous schedule. (Complete boxes 5 - 12.) (A new approval number will be assigned.)	xes 5 - 12.)	
(916) 445-2294 or	(916) 445-2294 or CALNET 485-2294	(4) Amending some (7) Amending some	Amending some pages of a previous schedule. (Co (The original approval number will remain in effect,	mplete boxes 8 -	)
	(5) SCHEDULE NUMBER	(6) SCHEDULE DATE	(7) NUMBER OF PAGES	(8)	CUBIC FEET (Total Schedule)
NEW SCHEDULE INFORMATION		4-22-97	Three		21
	(9) SCHEDULE NUMBER(S)	(10) APPROVAL NUMBER(S)	) (11) APPROVAL DATE(S)	(2.1)	TAGE NOMBER(3) NOVIGED
PREVIOUS SCHEDULE INFORMATION (If applicable)		89-078	5-4-89		2
PART I AGENCY STATEMENTS	ATEMENTS		- CANADA - C	- SALFART - SALF	100 A
As the program r the attached sch the State Admini schedule),that al	As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule), that all items on the previous schedule have been accounted for.	d to sign for the progr are listed, that I have tention period is neces ule have been account	am manager) directly respectives the reviewed the need for the sary and correct as scheted for.	oonsible for the records li erecords,(per Section 16 duled, and (for a revised	listed on 611 of d
19) SIGMATURE-MANAGER DIREG	RESPONSIBLE FOR THE RECORDS	)S (14)	Facility Manager	(15)	4/22/07
In accordance wi General Services all the factors list	In accordance with Government Code 14755, approval of the attached Records Retention Schedule by General Services is hereby requested. Retention periods have been established by this agency after a all the factors listed in Section 1667 of the State Administrative Manual.	approval of the attache ion periods have been e Administrative Manu	ed Records Retention Sch established by this agenual.	nedule by the Department of cy after a careful evaluation of	nt of tion of
I hereby certify the disposal of record	I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to disposal of records. (Per Section 1611. of the State Administrative Manual.)	whalf of the head of th State Administrative M	is agency in matters pert lanual.)	aining to the retention and	nd
(16) SIGNATURE-RECORDS MANAGEMENT ANALYST	IN HUMBLEST ANALYST	(17)	thief, Records	1	- NOTE TO THE PROPERTY OF THE
(18) NAME (Printed or Typed)	Typed) . Hironaka	(19)	323-4230	8	15 kg
PART II DEPARTME 21) SIGNATURE-OIS CONSUL	PART II DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755) [27] SIGNATURE—OIS CONSULTANT H	S APPROVAL (Per Go	Nernment Code Section	(4755)	and the second s
. 7		Ray   (24)	8/15/97		
PART III ARCHIVAL		nt Code Section 14755)			Section 1
THE ATTACHED REC	RECORDS RETENTION SCHEDULE:	LE:			- 3
(25) Contains no ma	Contains no material subject to further review by the California State Archives	by the California Stat	O		
(25) Contains materi Archives* may r State. (Per Sec	Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)	Items stamped "Hold/ ance by the Secretary istrative Manual.)	of		Market State Community of the Community
SHOUTURE		(28)	B) DATE SIGNED	- Company of the Comp	61 01 19.
De factory	The state of the s			Anthonous Marian and the Control of	- Marian



# CALIFORNIA DEPARTMENT OF HEALTH SERVICES ADMINISTRATION



### RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See instructions on reverse and in SAM 1600

			DATE (3)	·····
DEPARTMENT (1)		SCHEDULE NUMBER (2)		- <del>-</del>
Health Services		H97-002	4-22-9	
ORGANIZATIONAL UNIT		PAGE	OF	PAGES (4
Facilities Management Section	n GS No. 85458	1		3
ADDRESS (Number Street	City)	DEPARTMENT OF GENERAL S	ERVICES APPROVAL NO	IMBER (5)
2151 Berkeley Way	Berkeley	<u>97.170</u>		
<del></del>	l pp.	<b>1</b>		

	Se	instructions on and in SAM	on reverse 1600	2151 Berkele	v Wa	a V	<del>tr</del> i		В	erkelej	, [	97.170
	FEET *	CALIFORNIA STATE ARCHIVES	TITLE AND DESCRIPT	ION OF RECORDS	MEDIA	VITAL	OFFICE	RETEN	NTION SRC	TOTAL	PRA (Exempt)	REMARKS
(Triple space	s) s)	USE ONLY	(Triple space bet	<del>woo</del> n петы)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
(6)	<u></u>	(8)										
			PROGRAM DESC	RIPTION								
The F	acilities	Managemer	t Section in Berkeley i	s responsible for buil	ding	ma	nagemer	t and pla	ant oper	tions fu	nctions	
	× .		uildings. More specif nanagement, building n	ically this involves m	lana	oem.	ent of se	rvice and	i puone	MOTES OF	muacis,	e.
- '		1					1	1	1	1		
This:	facility i tion Scl	s located at ledule includ	2151 Berkeley Way and les the Sacramento Fac	d houses the Departn ilities Management S	ecti	's D on's	records	t Labora	tories.	ms Rec	Orus	
This	schedule	does not co	ntain any vital records.									
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		***************************************										
	- day	•					L. A. S.			- Company		
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	reten.sc						V-1					
*Provide 1	total of of	lice and depart	mental							<del>.</del>		

### RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See instructions on reverse and in SAM 1600

DEPARTMENT (1)	SCHEDULE NUMBER (2)	DATE (3)	
Health Services	H97-002	4-22-97	
ORGANIZATIONAL UNIT	PAGE	OF	PAGES (4)
Facilities Management Section GS No. 85458	2		3
ADDRESS (Number Street City)	DEPARTMENT OF GENERAL SE	ERVICES APPROVAL NUMB	IER (5)
2151 Berkeley Way Berkeley	97.170		

		and in SAM	1600	2151 Berkeley	Way	<i>'</i>				Berkel		41011
ITEM NUMBER		CALIFORNIA STATE	TITLE AND DESCRIPT	ION OF RECORDS	MEDIA	VITAL	,	RETE	NTION		PRA (Exempt)	REMARKS
(Triple space	e between	ARCHIVES	(Triple space bet	ween Items)	: 1		OFFICE	DEPT. (13)	SRC (14)	TOTAL (15)	IPA (16)	(17)
(6)	(7)	USE ONLY	ADMINISTRATIV	E RECORDS	(10)	(11)	(12)	(13)	(14)	(13)	(10)	
X	3	Archives	General Subject Files	;	P		2 yrs			2 yrs		
2	5	TO THE PARTY OF TH	Informal Personnel F	iles	P	}	Active + 2 Mo			Active + 2 Mo	XI	IPA 1798.40. PRA 6254. Confidential. Destroy 2 months after the employee leaves.
3.		44 4 7 TO	Attendance Records		P	40000000000000000000000000000000000000	1 yr	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		1 yr		
4 men		Maid / Profes Applicant	Position Duty Statem Appointment Docum		P		3 yrs			3 yrs		
5.			Records Retention S	d. 72 & 73	P		Current	The state of the s	*****	Current	www.gsaqeen	Current until revised
6.			Records Disposal Bir Report  PROGRAM FILES		P	- A VALUE OF THE PROPERTY OF T	3 yrs			3 yrs	And a state of the	3 years or until no longer needed for reference or analysis, whichever is later.
7	3		Contracts		P	Lamente Community Communit	3 yrs	de producción de	e del tromito)	3 yrs	The state of the s	Official audit file maintained by Contracts Management Unit.
*Provide t	otal of off	ce and depart	mental		<u> </u>						1	

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See instructions on reverse and in SAM 1600

DEPARTMENT(1) Health Services		schedule number (2) H97-002	DATE (3) 4-22-9	7
ORGANIZATIONAL UNIT Facilities Management Section	GS No. 85458	PAGE 3	of	PAGES (4)
ADDRESS (Number Street 2151 Berkeley Way	<i>chy</i> Berkeley	DEPARTMENT OF GENERAL S	ERVICES APPROVAL I	MREH (5)

and in SAM 1600				2151 Berkeley Way						Berkele	y	<u>97.170 ·                                     </u>	
ITEM NUMBER	CUBIC	CALIFORNIA STATE	TITLE AND DESCRIPT		T	VITAL		RETE	NTION		PRA (Exempt)	REMARKS	
(Triple space items	between	ARCHIVES	(Triple space bet				OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)	IPA (16)	(17)	
(6)	" (7)	USE ONLY	. (9)		(10)	(11)	(12)	(13)	(14)	(19)	(10)		
8	6	Hold / Nulls Archived	Facility Project Files	5	P		10 yrs		1	10 yrs		After ten years, project summary data will be extracted/recorded and the file destroyed. Historical Building Renovation files.  Manager's decision.	
9	2		Purchasing		P		2 yrs			2 yrs		Official audit files maintained in Business Services Section.	
10		a de	Utilities		P		5 yrs	A CANADA AND A CAN	1000000	5 yrs			
11	2		Work Orders		P	Hussy	2 yrs			2 yrs			
Total	21	•					- 141						
*Provide t	otal of of	fice and depart	(Items 5&6 are r	new items)	2	And the second s					The state of the s		
"Provide t	Otal of of	iice and departi	11011401		····								